



INVOICE

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To:

Shelby Mayes

Invoice # 753**Invoice Date:** 10/1/2025Amount due
19,463.24**Services**

Date	Staff Member	Category	Description	Duration	Total
2/19/2025	Brian H. Pollock Esq.	Draft/revise	Draft Preservation Letter to Client	0.30	150.00
2/19/2025	Steffany Sanguino	Paralegal	We received the client's DL.	0.10	16.50
2/19/2025	Steffany Sanguino	Paralegal	I drafted an email to the client introducing myself and requesting all the documents pertaining to the case.	0.30	49.50
2/20/2025	Steffany Sanguino	Paralegal	The client has informed us that he doesn't have access to his work emails. However, she has all communications regarding the absence of her last paycheck, including emails from workforce management and Scott Segal.	0.20	33.00
2/20/2025	Steffany Sanguino	Paralegal	I emailed the client requesting the documents she has regarding the absence of her last paycheck.	0.20	33.00
2/20/2025	Steffany Sanguino	Paralegal	Received, reviewed, and organized additional documents from the client, including bank statements. The client confirmed she has a copy of the physical handbook and will drop it off at our office.	0.30	49.50
2/20/2025	Steffany Sanguino	Paralegal	The client has confirmed she has text messages she will produce for us.	0.20	33.00
2/21/2025	Steffany Sanguino	Paralegal	Received, reviewed, and organized emails the client forwarded to us based on her last conversation with J&J.	0.20	33.00
2/24/2025	Steffany Sanguino	Paralegal	We received the WhatsApp chat between the client and JJGP with no images. I requested the client to provide us with the media images as well.	0.20	33.00
2/26/2025	Steffany Sanguino	Paralegal	I emailed the client to follow up with the media from the WhatsApp chat with JJGP and the rest of the documents that will help get the case started.	0.20	33.00
2/27/2025	Steffany Sanguino	Paralegal	I received the 30 minute voice recording of "hostile Staff Meeting" and the complete WhatsApp chat with the media with JJGP.	0.70	115.50
2/27/2025	Steffany Sanguino	Paralegal	I emailed the client to f.u with her W2 or 1099 from 2024, as our records show she was employed with the defendant from September 2024 - January 2025.	0.20	33.00
2/28/2025	Steffany Sanguino	Paralegal	In conversation with the client, she confirmed the dates of employment. She also informed me she never received a	0.30	49.50

			W2 or 1099 from the defendant.		
3/3/2025	Steffany Sanguino	Paralegal	I provided the client with an update. I informed her we are collecting all documents/information so we can start building her case. As soon as we send the demand letter, we will inform her.	0.20	33.00
3/4/2025	Brooks LaRou Esq.	Phone Call	Phone call with client clarifying that we will proceed by filing a Complaint for her rather than sending out a demand letter.	0.10	32.50
3/5/2025	Steffany Sanguino	Paralegal	I emailed the client to confirm if she has more documents or already provided us with everything he has.	0.20	33.00
3/5/2025	Steffany Sanguino	Paralegal	The client has confirmed she provided us with all the documents in her possession.	0.10	16.50
3/17/2025	Brooks LaRou Esq.	Draft/revise	Prepared initial draft of Complaint.	1.00	325.00
3/17/2025	Brooks LaRou Esq.	Draft/revise	Drafted FMWA presuit demand letter.	0.50	162.50
3/18/2025	Steffany Sanguino	Paralegal	I emailed the client to f.u with her approval to the complaint.	0.20	33.00
3/18/2025	Steffany Sanguino	Paralegal	I texted the client to f.u with her approval to the complaint.	0.10	16.50
3/19/2025	Steffany Sanguino	Paralegal	I received an email from the client approving the complaint.	0.10	16.50
3/19/2025	Steffany Sanguino	Paralegal	Drafted and sent an email to our client requesting a list of potential witnesses for the case. The email included specific instructions on the types of witnesses needed	0.20	33.00
3/19/2025	Steffany Sanguino	Paralegal	Conducted comprehensive legal research to ascertain the correct address for Michael Scott Segal to issue a summons. This included, reviewing public records and databases	0.30	49.50
3/19/2025	Brooks LaRou Esq.	Email Communication	Receipt of email from client approving draft of Complaint.	0.10	32.50
3/19/2025	Brooks LaRou Esq.	Draft/revise	Finalized/re-dated Complaint for filing.	0.10	32.50
3/19/2025	Brooks LaRou Esq.	Unassigned	Conferral with Juan Aragon regarding preparing civil cover sheet for filing Complaint, and summonses to J & J Green Paper and Michael Scott Segal.	0.10	32.50
3/19/2025	Brooks LaRou Esq.	Email with Client	Email to client confirming that we will proceed by filing her Complaint, and setting call to discuss next steps of the case.	0.10	32.50
3/19/2025	Steffany Sanguino	Draft/revise	Drafted summonses (x2) for service on J & J Green Paper, Inc. and Michael Scott Segal	0.40	66.00
3/19/2025	Steffany Sanguino	Draft/revise	Draft civil cover sheet	0.20	33.00
3/19/2025	Brooks LaRou Esq.	Phone Call	Phone call with client regarding filing Complaint, sending out FMWA presuit demand letter, and next steps of case.	0.50	162.50

3/19/2025	Brooks LaRou Esq.	Draft/revise	Drafted Notice of Appearance as Plaintiff's Counsel.	0.10	32.50
3/20/2025	Steffany Sanguino	Paralegal	Receipt and review information regarding the client's witnesses, which will be disclosed in our Rule 26.	0.30	49.50
3/20/2025	Brooks LaRou Esq.	Receipt, Review, and Analysis	Receipt and review of Clerk's Notice of Judge Assignment.	0.10	32.50
3/20/2025	Brooks LaRou Esq.	Receipt, Review, and Analysis	Receipt and review of Summonses issued as to both Defendants.	0.10	32.50
3/20/2025	Brooks LaRou Esq.	Unassigned	Conferral with Juan Aragon regarding filing Notice of Appearance.	0.10	32.50
3/20/2025	Steffany Sanguino	Paralegal	I drafted the NOA for Brooks.	0.20	33.00
3/20/2025	Steffany Sanguino	Paralegal	I drafted a letter enclosing the complaint file and what to expect to the client.	0.30	49.50
3/20/2025	Steffany Sanguino	Paralegal	I issued the summons for service on the Defendant's	0.20	33.00
3/21/2025	Brooks LaRou Esq.	Receipt, Review, and Analysis	Receipt and review of Court's Order in FLSA Actions.	0.10	32.50
3/21/2025	Brooks LaRou Esq.	Receipt, Review, and Analysis	Receipt and review of Court's Order in Cases with Multiple Defendants.	0.10	32.50
3/21/2025	Brooks LaRou Esq.	Email with Client	Receipt of email from client regarding her questions about consenting to jurisdiction of Magistrate Judge and calculation for Statement of Claim, and confirming her disclosure of all witnesses and evidence in her possession.	0.10	32.50
3/21/2025	Brooks LaRou Esq.	Email with Client	Email to client responding to her questions regarding consent to jurisdiction of Magistrate Judge and calculation for Statement of Claim.	0.30	97.50
3/24/2025	Steffany Sanguino	Paralegal	I emailed the process server to obtain an update on the defendant's service.	0.20	33.00
3/24/2025	Steffany Sanguino	Paralegal	Update received from the process server regarding Michael Scott's service, 3/24/2025 11:57 AM Attempted service at 2665 South Bayshore Drive, Suite 1025, Miami, FL 33133. The door is locked. No one is present.	0.10	16.50
3/28/2025	Steffany Sanguino	Paralegal	We received an update from the process server regarding defendant Michael Scott's service; 3/28/2025 4:49 PM Attempted service at 2665 South Bayshore Drive, Suite 1025, Miami, FL 33133. The door is locked. No answer and no one is present	0.10	16.50
4/1/2025	Steffany Sanguino	Paralegal	We received an update from the process server regarding service on the defendant Michael Scott; 4/1/2025 10:29 AM Attempted service at 2665 South Bayshore Drive, Suite 1025, Miami, FL 33133. Rick Bulman, the CEO, says Michael is not in today. He took my contact card to pass along.	0.10	16.50
4/3/2025	Steffany	Paralegal	Receipt of return of service on defendant J&J Green	0.10	16.50

	Sanguino		Paper.		
4/3/2025	Steffany Sanguino	Paralegal	I drafted the NOF for the return of service on Defendant J&J.	0.30	49.50
4/4/2025	Steffany Sanguino	Paralegal	Initiated the first draft of the Rule 26 disclosures and overview information, including case-related documents, photos, and witness evaluation.	0.30	49.50
4/7/2025	Steffany Sanguino	Paralegal	I emailed the client to f.u with information on certain witnesses we received.	0.20	33.00
4/7/2025	Steffany Sanguino	Paralegal	Preparation overview for our Rule 26 disclosures, including reviewing all relevant case-related documents, photo analysis, witness evaluation, and information compilation	0.60	99.00
4/8/2025	Steffany Sanguino	Paralegal	I received information regarding the client's witnesses that will be used in our Rule 26 disclosures.	0.20	33.00
4/8/2025	Steffany Sanguino	Paralegal	The client wanted to confirm if we will be requesting her 1099.	0.10	16.50
4/8/2025	Steffany Sanguino	Paralegal	I emailed the client to inform her we would request 1099 for her, and we would inform her once it was received.	0.20	33.00
4/9/2025	Steffany Sanguino	Paralegal	I provided the client with an update.I informed her that the defendant's answers are due on April 22nd, and we are still trying to serve Michael Scott.	0.20	33.00
4/9/2025	Steffany Sanguino	Paralegal	Conducted legal research on the defendant Michael Scott. I was able to find the following resident address,11901 SW 63RD AVE, MIAMI, FL 33156-4803.	0.20	33.00
4/9/2025	Steffany Sanguino	Paralegal	I emailed the process server requesting to serve defendant Michael Scott to 11901 SW 63RD AVE, MIAMI, FL 33156-4803.	0.20	33.00
4/10/2025	Steffany Sanguino	Paralegal	Receipt of return of non-service to Michael Scott.	0.10	16.50
4/14/2025	Brooks LaRou Esq.	Phone Call	Receipt of voicemail from client requesting update on whether J & J has provided us with her tax reporting form for 2024.	0.10	32.50
4/14/2025	Brooks LaRou Esq.	Email Communication	Email to Aymeth Loya and Renay Fonseca of J&J Green Paper requesting client's tax reporting documentation.	0.10	32.50
4/14/2025	Brooks LaRou Esq.	Phone Call	Phone call with client regarding J&J's failure to provide her with tax reporting documentation, and our request for the same.	0.20	65.00
4/15/2025	Brooks LaRou Esq.	Email Communication	Receipt of email from Michael Scott Segal regarding his/J&J's retention of counsel (Lisa McKellar Poursine) and directing all further correspondence to Ms. Poursine.	0.10	32.50
4/15/2025	Brooks LaRou Esq.	Phone Call	Phone call with client regarding Scott Segal's email response to our request for client's tax reporting documentation, and J&J's retention of attorney to defend against lawsuit.	0.20	65.00
4/15/2025	Steffany Sanguino	Paralegal	We received an email from the client regarding her 1099 from 2024. The client has not been able to do her taxes because she hasn't received the 1099.	0.10	16.50
4/15/2025	Steffany Sanguino	Paralegal	Receipt of an update from the process server regarding service on Michael Scott. 4/11/2025 12:31 pm Attempted service at 11901 SW 63 Avenue, Miami, FL 33156-4803.	0.10	16.50

			No answer at residence. Car in driveway is a Mercedes, FL tag KY804D.		
4/17/2025	Steffany Sanguino	Paralegal	I emailed the process server to f.u with service on Michael Scott.	0.20	33.00
4/18/2025	Steffany Sanguino	Paralegal	We received an update from the process server regarding service on Michael Scott. The server has schedule a new attempt of service.	0.10	16.50
4/18/2025	Steffany Sanguino	Paralegal	Received the return of service on Michael Scott.	0.10	16.50
4/18/2025	Steffany Sanguino	Paralegal	NOF return of service on Michael Scott, has been drafted.	0.20	33.00
4/21/2025	Brian H. Pollock Esq.	Draft/revise	Receipt of email from Sabrina Puglisi, Esq., requesting additional time (through May 8) for both Defs to respond to the Complaint; respond with my agreement and requesting time/pay records for Mrs. Mayes and to extend the deadline to file the Statement of Claim and Amended Complaint so they are (1) based on the time/pay records and (2) are after Defs appear in the case through counsel to avoid issues with the filing an Amended Complaint before a defendant appears; also, review the proposed Motion by Def (and give commentary on it)	0.70	350.00
4/21/2025	Brian H. Pollock Esq.	Draft/revise	Draft MET to File Statement of Claim and proposed Order Granting same after my conferral with Ms. Puglisi	1.00	500.00
4/22/2025	Brooks LaRou Esq.	Receipt, Review, and Analysis	Receipt and review of J&J's Motion for Extension to Respond to Complaint.	0.10	32.50
4/22/2025	Brooks LaRou Esq.	Draft/revise	Revisions to FMWA presuit demand letter.	0.10	32.50
4/22/2025	Brooks LaRou Esq.	Unassigned	Conferral with Hillary Frontado regarding sending FMWA presuit demand letter by U.S. Certified Mail.	0.10	32.50
4/22/2025	Brooks LaRou Esq.	Email Communication	Email to Sabrina Vora Puglisi (Senior VP of U.S. and Global Development for J&J) sending FMWA presuit demand letter and requesting Ms. Mayes' W-2 for the 2024 tax year.	0.10	32.50
4/22/2025	Brooks LaRou Esq.	Unassigned	Conferral with Juan Aragon regarding providing update to client regarding FMWA presuit demand letter sent.	0.10	32.50
4/22/2025	Brooks LaRou Esq.	Email with Client	Email to client regarding service obtained on Michael Scott Segal, agreed extension for J&J to respond to Complaint by May 8, agreement that J&J will provide time/pay records by May 1, and preparing her Statement of Claim.	0.30	97.50
4/22/2025	Brooks LaRou Esq.	Receipt, Review, and Analysis	Receipt and review of Court's Order granting Plaintiff's Motion for Extension to File Statement of Claim.	0.10	32.50
4/22/2025	Brian H. Pollock Esq.	Receipt, Review, and Analysis	Receipt and review of Order Striking Motion for Extension of Time	0.10	50.00
4/23/2025	Brooks	Receipt,	Receipt and review of Court's Order striking J&J's Motion	0.10	32.50

	LaRou Esq.	Review, and Analysis	for Extension to Respond to Complaint.		
5/2/2025	Brooks LaRou Esq.	Email with Client	Receipt of email from client seeking update on our request that J&J produce her W-2 or 1099, and her concern regarding inaccuracies of J&J's time records; drafted email response to the same.	0.40	130.00
5/2/2025	Brooks LaRou Esq.	Unassigned	Conducted legal research regarding potential causes of action to address J&J's failure to issue either an IRS Form W-2 or 1099 to Ms. Mayes.	0.50	162.50
5/6/2025	Brooks LaRou Esq.	Email Communication	Receipt of email from Defendant J&J's Senior VP of U.S. and Global Development (Sabrina Vora Puglisi) regarding J&J's intent to produce Plaintiff's pay records.	0.10	32.50
5/7/2025	Steffany Sanguino	Paralegal	Received the defendant's pay and time records for October - December. Their final payment was in January; a check was mailed to the client, and it appears she did not cash it.	0.20	33.00
5/7/2025	Brooks LaRou Esq.	Email Communication	Receipt of email from J&J's Senior VP of U.S. and Global Development (Sabrina Vora Puglisi) attaching records of payment transfers made to Ms. Mayes in October, November, and December 2024, and claiming that Ms. Mayes was mailed a final check in January 2025 that was not cashed or deposited.	0.10	32.50
5/7/2025	Brooks LaRou Esq.	Receipt, Review, and Analysis	Review of Ms. Mayes' pay transfer records produced by J&J.	0.20	65.00
5/7/2025	Brooks LaRou Esq.	Email Communication	Email to Sabrina Vora Puglisi requesting record of Ms. Mayes' final paycheck which was allegedly mailed to her in January 2025; receipt of responsive email from Ms. Puglisi stating that Ms. Mayes' final check was for \$2,655.88, and that she would request a photo of the check stub.	0.20	65.00
5/7/2025	Brooks LaRou Esq.	Phone Call	Phone call with client regarding pay transfer records sent by J&J, J&J's representation that they have mailed her final paycheck, client's denial of the same, and case strategy for obtaining necessary time and pay records to establish damages.	0.50	162.50
5/8/2025	Steffany Sanguino	Paralegal	Received a copy of the final check stub from OC.	0.10	16.50
5/9/2025	Brooks LaRou Esq.	Draft/revise	Drafted Plaintiff's Certificate of Interested Parties.	0.20	65.00
5/9/2025	Brooks LaRou Esq.	Unassigned	Conferral with Juan Aragon regarding filing Plaintiff's Certificate of Interested Parties.	0.10	32.50
5/9/2025	Steffany Sanguino	Paralegal	Draft PL's Certificate of Interested Parties	0.30	49.50
5/13/2025	Brooks LaRou Esq.	Email with Client	Receipt of email from client asking whether Defendants timely filed a response to the Complaint.	0.10	32.50
5/13/2025	Brooks LaRou Esq.	Email with Client	Email to client updating her on Defendant Segal's filing of pro se Answer on behalf of both Defendants, and next potential steps of case.	0.30	97.50
5/14/2025	Brooks	Phone Call	Phone call with client regarding estimation of damages,	0.50	162.50

	LaRou Esq.		filing Statement of Claim, Defendants' pro se Answer, and next potential steps of case.		
5/14/2025	Brooks LaRou Esq.	Email Communication	Email to Sabrina Vora Puglisi confirming Plaintiff's non-receipt of last paycheck allegedly mailed by J&J, and requesting Plaintiff's time records for her last month of work.	0.30	97.50
5/14/2025	Brooks LaRou Esq.	Draft/revise	Drafted Plaintiff's Statement of Claim.	0.40	130.00
5/15/2025	Brooks LaRou Esq.	Draft/revise	Drafted Amended Complaint.	0.50	162.50
5/15/2025	Brian H. Pollock Esq.	FLSA - Plaintiff	Revise the proposed Amended Complaint and the Statement of Claim, to have them conform to the Court's Order (and address the Defendants' failure to disclose the time and pay records)	0.60	300.00
5/15/2025	Brooks LaRou Esq.	Unassigned	Compiled documents for production with Plaintiff's Statement of Claim and Bates stamped the same.	0.50	162.50
5/15/2025	Brooks LaRou Esq.	Email Communication	Email to Sabrina Vora Puglisi serving Court's Order in FLSA Actions, Plaintiff's Statement of Claim, and Plaintiff's supporting documents.	0.10	32.50
5/16/2025	Brooks LaRou Esq.	Draft/revise	Draft Notice of Dissociation as counsel	0.10	32.50
5/20/2025	Brian H. Pollock Esq.	Draft/revise	draft letter to client re: PBL's departure from the firm as an associate attorney.	0.10	50.00
5/22/2025	Brooks LaRou Esq.	Email Communication	Receipt of email from Sabrina Puglisi refusing to provide Ms. Mayes' W-2 or 1099.	0.10	32.50
5/22/2025	Brian H. Pollock Esq.	Draft/revise	Draft letter enclosing the Statement of Claim	0.30	150.00
6/2/2025	Brian H. Pollock Esq.	Receipt, Review, and Analysis	Receipt and review of Order on Default Procedures	0.10	50.00
6/2/2025	Katie Schickman Esq.	Draft/revise	review file in connection with clerks motion for default & draft motion	0.70	192.50
6/3/2025	Katie Schickman Esq.	Draft/revise	review frcp and local rules. add them where they belong in motion for clerk default	0.30	82.50
6/4/2025	Brian H. Pollock Esq.	Receipt, Review, and Analysis	Receipt and review of NOA by Ms. Puglisi for Defendants	0.10	50.00
6/4/2025	Brian H. Pollock Esq.	Receipt, Review, and Analysis	Receipt and review of Response to Statement of Claim by J&J Green Paper	0.30	150.00
6/4/2025	Brian H. Pollock Esq.	Receipt, Review, and Analysis	Receipt and review of N/Striking Defendants' MET	0.10	50.00

6/5/2025	Brian H. Pollock Esq.	Receipt, Review, and Analysis	Receipt and review of Defendants' MET to file Response to Statement of Claim (hand filed on June 4, 2025)	0.20	100.00
6/5/2025	Brian H. Pollock Esq.	Receipt, Review, and Analysis	Receipt and review of Order Requiring Certificates of Interested Parties	0.10	50.00
6/9/2025	Brian H. Pollock Esq.	Receipt, Review, and Analysis	Receipt and review of Order requiring Defendants to file an Answer to the Complaint by June 11	0.20	100.00
6/10/2025	Katie Schickman Esq.	Draft/revise	draft certificate of interested parties	0.20	55.00
6/10/2025	Brian H. Pollock Esq.	Receipt, Review, and Analysis	Receipt and review of Order requiring Defendants to file an Answer to the Amended Complaint (and reciting procedural history leading up to it)	0.20	100.00
6/10/2025	Katie Schickman Esq.	Draft/revise	Draft NOA for Plaintiff	0.20	55.00
6/10/2025	Brian H. Pollock Esq.	FLSA - Plaintiff	Exchange emails with Ms. Puglisi re: my analysis of the case, how it doesn't make sense that Defs claim to have paid Ms. Mayes but didn't satisfy the FMWA demand, and inquiring about the potential for settlement	0.40	200.00
6/10/2025	Katie Schickman Esq.	Phone Call	lvm for client who requested status update from attny	0.10	27.50
6/10/2025	Gaelle Colas	Draft/revise	Draft NOA for Plaintiff	0.20	85.00
6/10/2025	Brian H. Pollock Esq.	Draft/revise	review file and draft RFPs to Defendant	0.80	400.00
6/10/2025	Katie Schickman Esq.	Phone Call	spoke to client & gave her update. she wants to have an in-person meeting with the attny sitting through settlement conference with her	0.30	82.50
6/10/2025	Brian H. Pollock Esq.	Draft/revise	Draft Letter to client re Settlement Conference via Zoom	0.30	150.00
6/10/2025	Brian H. Pollock Esq.	Receipt, Review, and Analysis	Receipt and review of Order Scheduling Settlement Conference for August 9	0.30	150.00
6/10/2025	Brian H. Pollock Esq.	Receipt, Review, and Analysis	Receipt and review of Defendants' Stipulated M/Substitution of Counsel (w/Proposed Order)	0.20	100.00
6/10/2025	Gaelle Colas	FLSA - Plaintiff	Review and file NOA in court ase	0.20	85.00
6/11/2025	Brian H. Pollock Esq.	Receipt, Review, and Analysis	Receipt and review of J&J's Answer and (13) Affirmative Defenses to the Complaint	0.60	300.00
6/11/2025	Brian H. Pollock Esq.	Receipt, Review, and Analysis	Receipt and review of M Segal's Answer and (13) Affirmative Defenses to the Complaint	0.60	300.00
6/11/2025	Brian H. Pollock	Receipt, Review, and	Receipt and review of Order Granting M/Substitution of Defense counsel	0.12	60.00

	Esq.	Analysis			
6/12/2025	Brian H. Pollock Esq.	Receipt, Review, and Analysis	REceipt and review of N/Compliance by Mrs. Puglisi	0.10	50.00
6/18/2025	Katie Schickman Esq.	Draft/revise	draft FLSA RFP	0.30	82.50
6/18/2025	Katie Schickman Esq.	Draft/revise	draft FLSA INT	0.30	82.50
7/11/2025	Brian H. Pollock Esq.	Draft/revise	Revise the Requests for Production to Defendants, INTs to J&J Green Paper, and then draft INTs to Mr. Segal	1.40	700.00
7/14/2025	Steffany Sanguino	Paralegal	Prepared an email serving our discovery request to the Defendant, including INTS and RFP.	0.20	33.00
7/15/2025	Brian H. Pollock Esq.	Draft/revise	Draft email demand email to defense counsel in an attempt to resolve matter given the fees expended as against the amount at issue	0.30	150.00
7/15/2025	Gaelle Colas	FLSA - Plaintiff	Phone settlement conference with the opposing counsel	0.40	170.00
7/15/2025	Gaelle Colas	FLSA - Plaintiff	Review case in preparation for settlement conference	0.50	212.50
7/15/2025	Gaelle Colas	FLSA - Plaintiff	Email correspondence with the opposing counsel	0.30	127.50
7/16/2025	Brian H. Pollock Esq.	Draft/revise	Draft email to defense counsel to acknowledge offer and convey counter-offer and explain the factual basis for same and its impact	0.30	150.00
7/21/2025	Katie Schickman Esq.	Phone Call	spoke to cl (to complete f/u eval) nothing has changed & she has not received check	0.20	55.00
7/21/2025	Katie Schickman Esq.	Draft/revise	f/u memo	0.20	55.00
7/23/2025	Katie Schickman Esq.	Draft/revise	revise and add to rule 26 disclosures	0.50	137.50
7/23/2025	Katie Schickman Esq.	Receipt, Review, and Analysis	Receipt and review of Order Setting Status Conference	0.10	27.50
7/23/2025	Katie Schickman Esq.	Receipt, Review, and Analysis	Receive and review of Defs' Cert of Interested Parties	0.10	27.50
7/24/2025	Katie Schickman Esq.	Document/File Management	Review file to determine what has been done, what needs to be done, and to map out a strategy for the future progress of the case	0.30	82.50
7/28/2025	Brian H. Pollock Esq.	Draft/revise	Exchange emails with defense counsel re: her client's updated offer and our response thereto; review file to then include a screenshot of Mr. Segal's letter (that he'd pay Ms. Mayes when he's ready) and pointing out the issues with her clients' position	0.40	200.00
7/28/2025	Brian H.	Teleconference	T/c with Ms. McKellar Poursine re: our position (no	0.20	100.00

	Pollock Esq.	with	objection) on her clients' request to postpone the settlement conference and the potential for settlement		
7/28/2025	Gaelle Colas	Email Communication	Settlement negotiations	0.20	85.00
7/29/2025	Gaelle Colas	FLSA - Plaintiff	Email correspondence copied as well as filing filed	0.10	42.50
7/31/2025	Brian H. Pollock Esq.	Draft/revise	Draft Letter to client re Rescheduled Settlement Conference via Zoom	0.30	150.00
8/4/2025	Katie Schickman Esq.	Draft/revise	write draft 1 of confidential settlement memo	1.20	330.00
8/11/2025	Katie Schickman Esq.	Receipt, Review, and Analysis	review rule rfp and add bp info	0.20	55.00
8/11/2025	Katie Schickman Esq.	Draft/revise	revise v2 of rule 26 disclosures. add oc info & confirm damage amounts	0.30	82.50
8/11/2025	Brian H. Pollock Esq.	Draft/revise	Draft Gaelle's Motion to Withdraw as Counsel	0.30	150.00
8/13/2025	Katie Schickman Esq.	Receipt, Review, and Analysis	Receipt and review of Order granting motion to withdraw (gwc)	0.10	27.50
8/18/2025	Katie Schickman Esq.	Draft/revise	work on plaintiff's confidential settlement memo (save as v2)	1.10	302.50
8/19/2025	Steffany Sanguino	Paralegal	Received an email from OC requesting a day extension to provide their discovery answers. I replied to them, informing them that we will expect their answers today.	0.10	16.50
8/19/2025	Steffany Sanguino	Paralegal	Received, analyzed and organized the defendant's verified answers to the INTS and RFP with responsive documents.	0.40	66.00
8/19/2025	Katie Schickman Esq.	Draft/revise	correct format of confidential settlement memo - direct to magistrate judge & add damage calculations	0.80	220.00
8/22/2025	Brian H. Pollock Esq.	Draft/revise	Drafted Second RFPs to Defendants based on the materials produced (to determine when the check at issue could have been prepared by obtaining surrounding checks)	0.60	300.00
8/22/2025	Katie Schickman Esq.	Receipt, Review, and Analysis	review discovery received in first rfp	0.20	55.00
8/24/2025	Brian H. Pollock Esq.	Draft/revise	Revise pre-settlement conference statement/letter to Magistrate Judge Augustin Birch and conduct online research re: criminal history of Mr. Segal to incorporate and for use in discovery	0.80	400.00
8/25/2025	Katie Schickman Esq.	Draft/revise	review and finalize confidential settlement communication to judge	0.50	137.50
8/25/2025	Katie Schickman	Draft/revise	input re-calculated damages (using for hearing) into rule 26 disclosures	0.30	82.50

	Esq.				
8/26/2025	Steffany Sanguino	Paralegal	Drafted an email serving OC our Second Request for Production.	0.20	33.00
8/27/2025	Katie Schickman Esq.	Attendance at	attend status conference in Clyde Atkins Courthouse	3.70	1,017.50
8/27/2025	Katie Schickman Esq.	Legal	Prepare timeline & documentation in preparation for hearing.	1.00	275.00
8/28/2025	Steffany Sanguino	Paralegal	Called the client to remind her about the upcoming settlement conference.	0.10	16.50
8/29/2025	Katie Schickman Esq.	Phone Call	spoke to client in preparation for settlement conference. explained to her what she should expect and the process	0.40	110.00
8/29/2025	Brian H. Pollock Esq.	Teleconference with	T/c with Ms. McKellar Poursine to discuss the lack of a response to my earlier email re: settlement before the settlement conference and benefits of same	0.30	150.00
9/2/2025	Katie Schickman Esq.	Phone Call	spoke to ms. mayes. let her know she no longer needed to attend settlement conference as we have settled her case.	0.30	82.50
9/8/2025	Brian H. Pollock Esq.	Receipt, Review, and Analysis	Receipt and review of Order Administratively Closing Case	0.10	50.00
9/22/2025	Brian H. Pollock Esq.	Draft/revise	Revise the proposed Settlement Agreement and the proposed Joint Motion to Approve	1.30	650.00
9/23/2025	Brian H. Pollock Esq.	Receipt, Review, and Analysis	Receipt and review of the further revised Joint Motion to Approve and Dismiss and email enclosing same from defense counsel	0.20	100.00
9/24/2025	Katie Schickman Esq.	Receipt, Review, and Analysis	review settlement agreement	0.30	82.50
9/26/2025	Brian H. Pollock Esq.	Draft/revise	Draft Joint Consent to Mag Jurisdiction	0.30	150.00
9/26/2025	Katie Schickman Esq.	Receipt, Review, and Analysis	review order from the magistrate judge requiring supplemental brief by october 3	0.20	55.00
9/30/2025	Katie Schickman Esq.	Draft/revise	draft joint supplemental brief re: fees & costs - save as v1	3.30	907.50
10/1/2025	Katie Schickman Esq.	Email Communication	send revised settlement agreement to lisa for her to review, approve, and file	0.30	82.50
10/1/2025	Brian H. Pollock Esq.	Draft/revise	Conduct add'l legal research and then revise the proposed supp. joint motion	1.00	500.00

Services Subtotal:18,878.00

Expenses

Date	Vendor	Category	Description	Total
3/19/2025	FairLaw Firm	Filing Fee - Federal Court		405.00
4/1/2025	FairLaw Firm	Service of Process	Return of Service on Defendant J&J Green Paper.	46.80
4/9/2025	FairLaw Firm	Service of Process	Non-service on Michael Scott.	46.80
4/17/2025	FairLaw Firm	Service of Process	Return of service on Michael Scott.	46.80
4/22/2025	FairLaw Firm	Postage	Cert. Mail to Mr. Segal	9.64
8/27/2025	FairLaw Firm	Expenses	Parking	30.20

Expenses Subtotal:585.24**Notes:****Total:19,463.24**

Please make all amounts payable to FairLaw Firm. Tax ID
No.: 20-1722656.

Payment is due upon receipt.

